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17-4203

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(Foreign and Territorial Allowances and Differentials will be published as section I of this regulation.)

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REGULATION

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PERSONNEL

DEC 17 1957 1957

ALLOWANCES

STANDARDIZED ALLOWANCES

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Rescission: Section I, dated 6 December 1956

CONTENTS

SECTION III: HOME SERVICE TRANSFER ALLOWANCE

Page

GENERAL	
DEFINITIONS	
ELIGIBILITY	
SCOPE	
RESPONSIBILITIES	
PROCEDURES	

SECTION III: HOME SERVICE TRANSFER ALLOWANCE

1. GENERAL

This section incorporates by reference and supplements the home service transfer allowance provisions found in section 252 of the Standardized Regulations (Government Civilians, Foreign Areas). Any changes to the latter affecting this allowance, unless modified by an Agency notice or regulation, will be adopted by the Agency.

2. DEFINITIONS

The Home Service Transfer Allowance is a cost-of-living allowance granted to Agency personnel for extraordinary and necessary expenses incident to the establishment of their residence at a PCS post of assignment in the continental United States following a PCS assignment outside the continental United States, subject to a certification by the individual that, in keeping with the policy of career service, following completion of his domestic assignment he will again be subject to assignment outside the continental limits of the United States.

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DEC 17 1957 1957

3. ELIGIBILITY

- a. Provided all applicable eligibility criteria are met, the home service transfer allowance will be granted to staff employees and staff agents.
- b. Contract employees who are not dependents of staff employees or staff agents, and career agents may be granted the home service transfer allowance provided the allowance is authorized by the terms of the contract and all applicable eligibility criteria are met.
- c. Military personnel detailed to the Agency are not eligible to receive a home service transfer allowance.

4. SCOPE

The home service transfer allowance is composed of two elements: a transfer portion for transfers from zone 1 or 3 to the continental United States and a temporary lodging portion.

a. TRANSFER PORTION

- (1) The transfer portion of the home service transfer allowance is designed to partially reimburse an individual for extraordinary and necessary expenses deemed incident to the establishment of his residence at his new post of assignment in the United States. It may be granted for reassignment from zone 1 or 3 to the continental United States as prescribed in the Standardized Regulations (Government Civilian, Foreign Area). (Zone classifications by geographical locations may be found in section 92C of Standardized Regulations.)
- (2) Effective 1 May 1957, the following rates are payable as the transfer portion of the home service transfer allowance:

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REGULATION

PERSONNEL

DEC 17 1957 1957

Size of Family

Interservice Transfer

Zone 1 to COMUS

Zone 3 to COMUS

Individual without family

\$75

Individual and one member
of family

\$125

Individual and more than
one member of family

\$175

b. TEMPORARY LODGING PORTION

- (1) The temporary lodging portion of the home service transfer allowance is based on actual expenses within certain limitations and is designed to offset the cost of room and bath (including heat, light, fuel, gas, electricity, rental and laundering of bed and bath linens, and taxes imposed by law on the occupant, if charged for separately) at hotels, or other temporary lodgings, ordinarily used by Government employees arriving at a PCS post of assignment in the United States. A house or apartment may not be considered temporary lodging unless the approving officer agrees that it is occupied on a temporary basis. Generally the following conditions may be considered to constitute basic evidence of the temporary nature of occupancy:

- (a) The fact that a furnished house or apartment is being rented while household effects are in storage;
- (b) The fact that negotiations have not been entered into by the claimant to purchase or lease for a period of a year or longer the house or apartment which he is occupying.

Reimbursement for payment for temporary lodging with relatives of an employee or an employee's spouse will not normally be approved, although the approving officer may do so if he is satisfied that the claim is appropriate and equitable.

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

25X1A

REGULATION

PERSONNEL

DEC 17 1957 1957

- (2) The temporary lodging portion shall continue for a period of 30 days if the individual's dependents accompany him; or 15 days if the individual does not have dependents accompanying him; or until the individual moves into permanent quarters, whichever is the shortest period.
- (3) The 30-day period for which an individual may be reimbursed for expenses incurred for temporary lodging for himself and his family must fall within the 60-day period which begins 30 days before the individual's entrance on duty at his new post in the United States and ends 30 days after his entrance on duty. The amount which may be paid for the individual and each dependent member of his family 11 years of age or older is the total daily expense for temporary lodging (not including meals or tips) not to exceed \$6 per person per day. For each dependent member of the family under 11 years of age, daily temporary lodging expenses not to exceed \$3 per person per day may be paid.
- (4) If an individual's dependents do not accompany him to the United States post but arrive prior to the expiration of the 30-day period, he may be granted the temporary lodging allowance at the "without family" rate for a period up to 15 days while the dependents are not residing with him and at the "with family" rate for any balance of the 30-day period following the date of the original grant. The grant of the temporary lodging portion will be revised as of the date of a change in the individual's family status, or of his expenses for temporary lodging within the total maximum available to him.
- (5) The temporary lodging portion may continue while the individual is absent from his post on temporary detail, during leave with pay, and during a period when he is on leave without pay due to personal illness or illness or death of a member of his family; provided that he maintains and pays for temporary lodging at his post during such periods. No temporary lodging portion for the individual shall be included in the grant for any period during which he is authorized payment of per diem.

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REGULATION

PERSONNEL

DEC 17 1957 1957

- (6) When for reasons beyond the individual's control, he relinquishes his temporary lodging at his post prior to the expiration of the grant of the temporary lodging allowance, the grant shall be terminated. Upon his return to duty at the post he may, upon incurring expenses for temporary lodging at the post, again be granted the temporary lodging portion of the allowance for the remainder of the 15- or 30-day period for which he is eligible.

5. RESPONSIBILITIES

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- a. Approving officers designated in accordance with Regulation No. [REDACTED] are authorized to approve applications for the home service transfer allowance in accordance with the provisions of this regulation.
- b. The Director of Personnel has general responsibility for the implementation of the provisions of this regulation.

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6. ENCLOSURES

- a. Home service transfer allowances shall be granted to eligible Agency personnel upon their return to the United States on the basis of an application submitted on Form No. 1075, Application and Claim for Home Service Transfer Allowance (figure 1).
- b. The completed application shall be forwarded to the Finance Division or Fiscal Division, Office of the Comptroller, as appropriate, for processing.
- c. The claim for the two portions of the home service transfer allowance may be made at different times on separate Forms No. 1075, or the two portions may be claimed on a single form after the temporary lodging expenses have been incurred.
- d. An individual who has been paid a home service transfer allowance shall refund to the Agency the total amount received if he voluntarily separates or retires from the Agency within six months from the date of his entrance on duty at his post in the continental United States, unless his reasons for separation or

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ROUTING AND RECORD SHEET

DD/S

SUBJECT: (Optional)

Proposed Section III of

Home Service Transfer Allowance
(Job #1953-TT)

57-4261

FROM:

Assistant Deputy Director (Support)

B1

HGL

NO.

DATE

DEC 17 1957

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, IAR Staff
2014 "L" Bldg.2. Deputy Director (Support)
121 East Bldg.

3.

4.

5.

6.

7.

8.

9.

Distribution:

Orig & 3 - Chf, IAR Staff

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10. 1 - SSA/DD/S
1 - DD/S subject
1 - DD/S chrono
11. 1 - DD/S reading
1 - Turt withheld

12.

13.

14.

15.

Request concurrence and return for authentication and publication.

CONCUR:

Deputy Director (Plans) Date

All suggestions contained in your memorandum of November 18, 1957 have been adopted and incorporated in the attached proposal, with the following exceptions, for which alternatives were reached in collaboration with Mr. [REDACTED] (SSA/DD/S):

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Par. 1a(3)
1a(4)

HGL

Document No. 041

No Change in Class. ☐☐ Declassified

Class. Change for TO: S @ 1/89

Next Review Date:

Auth: HR 78/3

Date: 31/01/79

By: 008

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